

Employee Termination Exit Checklist

Employee name: _____ Position: _____

Date of hire: _____ Date of termination: _____

Topics to discuss:

_____ Salary/Payroll

Salary through last day of employment _____

Accrued, unused vacation through last day _____

Other adjustments

(commission, travel expenses, etc.) _____

Disclose any benefits included as taxable wages

Total of final paycheck: _____

_____ Employee benefits:

Health Insurance:

_____ COBRA information given to employee

Date coverage ends: _____

Reimbursement due employee for premium: _____

_____ Insurance company notified

Life Insurance:

Date coverage ends: _____

_____ Insurance company notified

401(k) Plan:

_____ Withdrawal/Rollover information given to employee

Profit Sharing Plan:

_____ Employee notified of any distribution

Return of Company Property:

_____ Identification badge

_____ Keys and key cards

_____ Equipment (Laptop PC, pager, cell phone, tools, etc.)

_____ Credit cards

_____ Books and other printed material

_____ Other items, list: _____

The terminating employee's forwarding address:

Completed by:

Name: _____ Position: _____

Date: _____